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Approved For Release 2004/03/15 : CIA-RDP60-00594A000300020002-0

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 18 December 1958

FROM : Chief/Language and Area School

SUBJECT: Weekly Activities Report #50

Document No. 2

NO CHANGE in Class.

☐ DECLASSIFIED

Class. CHANGED TO: TS S

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 08 MAR 1978 By: A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. Three Panels preceded by file studies and interviews were conducted this week for candidates to study Turkish (FSI), Malay and Norwegian. Although tutorial, we will endeavor to conduct the Norwegian internally because we can control instruction and provide it at about \$500 less cost than outside.

2. We interviewed  of FDD who would like an assignment in LAS, but we gave him no encouragement.

3. We are assisting  to develop special Korean and Chinese language programs.

4. We are interviewing all contract employees to discuss their jobs, responsibilities, prospects for advancement, etc., and to inform them of the performance evaluation program to be initiated in June. It appears as though our efforts to adopt regular personnel and management practices for contract employees will produce significantly beneficial results.

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 17 December 1958

FROM : Deputy Chief, Plans, Research and Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

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1. [ ] has been invited to deliver a lecture to a faculty and graduate student group in late February or early March on "The Origins of the New Japanese Constitution" at the University of Michigan.
  2. Ninety-seven Certifications for Language Award certificates were sent to the Registrar last week.
  3. Eleven people reported for Proficiency tests last week in Greek and Croatian.
  4. Sixty-five people were tested orally last week in Romanian, Greek, Swedish, Persian, Russian, Spanish, French, German and Italian.
  5. The LAS Staff in 2129 "I" regrets the loss [ ] who was assigned to another office within OTR this past week.
  6. During the past week the following books were received by the LAS/TR Library in 2129 "I" Building:

Scitovsky, Tibor Economic Theory and Western European Integration 1 copy

Parish, H. Carroll & Mason, John Brown Thailand Bibliography 1 copy

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